

**Meeting Minutes
University Space Committee
University of Central Florida
September 3, 2020**

The following Committee members attended the teleconference meeting: Karen Cobbs, Daniel Gross, Elizabeth Hamilton, Shelley King, Bill Martin, Don Merritt, Christy Miranda, Charles Reilly, and Duane Siemen.

Brian Boyd, Mike Kilbride, David Hansen and Griff Parks did not attend.

Guest(s): Puja Mandolfo and Vicky Sharp

Agenda Item 1 – Review August Meeting Minutes

A correction from Charles Reilly was applied prior to the meeting. Following the modification, the August meeting minutes were unanimously approved.

Agenda Item 2 – Foundation Lease Agreements and Space Assignments Update

The sub-committee to formalize a Memorandum of Understanding (MOU) between Academic Affairs (AA) and the Foundation (UCFF) met on August 31st. Guests from Academic Affairs Business Center (2), General Counsel (1) and the Facilities and Safety Business Center (1) also attended the discussion. Currently, there's no internal agreement between AA and the individual tenants leasing from UCFF. The proposed MOU would serve as an internally binding agreement that, if broken, would have repercussions from the President or Provost. By signing the MOU, the tenants assume a financial responsibility to occupy the space.

The subcommittee will also develop a checklist for onboarding new tenants and one for vacating space. The subcommittee recommended that new tenants agree to occupy space for at least a year and give a minimum of six months notification when they plan on vacating. The lead time is necessary for the UCFF to set their budget for the next fiscal year. The checklist for vacating space will include the return of space in "broom-swept" condition, and reminders to cancel individual utility meters and inactivate telephone and data ports. Once a draft is created, it will be circulated to the committee for further input.

Christy Miranda inquired if the MOU language could be incorporated into the existing Real Estate Transactions Policy (RETP). Shelley King notified the sub-committee that the policy will be updated, and the MOU could be included.

Charles Reilly is still in discussions with Liz Klonoff, Vice President for Research and Dean of the College of Graduate Studies, to reduce the amount of space the Office of Research occupies in the University Tower. However, the Office of Research seems to understand the financial impact to the University and is willing to continue working with us.

Agenda Item 3 – Educational Plant Survey (EPS) Update

Christy Miranda had a follow-up meeting with the Board of Governors (BOG) and informed the committee that the BOG will not be doing any physical validations for the remainder for the year. The

BOG will also only be validating Education and General (E&G) space, which eliminates athletic (4) and auxiliary (1) buildings. The BOG is waiting to see how the universities perform after the start of the Fall semester. Depending on the reduction of COVID cases, the BOG plans on doing physical validations in the Spring of 2021. Christy Miranda still plans on doing the virtual validations (16) in December with the remaining 13 buildings to be physically validated in the Spring. The BOG will accept the space data “as is” in the Summer 2020 space submission, due on September 11th, to populate our Form B. The data may be corrected if needed when the physical validations are done. As of January 2020, our projected space needs were at 2.5 million square feet.

There was the option to present the needs assessment portion of our EPS early since the BOG was accepting the data “as is.” Charles Reilly and Christy Miranda consulted with Misty Shepherd, Interim Vice President and Chief Operating Officer, to discuss this option. Misty Shepherd didn’t think that there was any advantage to doing it this Fall, so we are moving forward with our plans for the Spring. In preparation of the needs assessment, Christy Miranda will need to identify speakers that would be best at communicating the university’s need for the projects that we list on our Form B. One of the obstacles will be justifying the need for additional facilities when we’ve gone the last 6 months with limited of space in reaction to COVID-19.

Christy Miranda suggested having Brian Boyd and Tom Cavanagh present during the needs assessment to explain how we’ve grown online and yet still have instructional needs that can’t be met virtually. Bill Martin recommended presenting a slide that shows the percentage of UCF’s space needs versus the other universities in the State University System (SUS), comparing the amount of E&G space they have and enrollment numbers (physical and online). Christy Miranda also proposed looking at the distribution of PECO dollars among the SUS over the past decade to show the imbalance. Bill Martin offered to work on preparing the supporting documents for the needs assessment.

Bill Martin asked if the university’s collective strategic plan was still being used as a benchmark since a majority of the academic objectives required new facilities to meet their goal. Elizabeth Hamilton stated that moving forward the president’s goals for 2021 will be emphasized, which were approved at the Board of Trustees meeting in August. Christy Miranda recommended looking at the goals and tying the projected projects to them to show how it would help meet the goals.

Agenda Item 4 – Update on Trevor Colbourn Hall (TCH) Future Growth spaces

Bill Martin described converging two future growth spaces (TCH-227 & TCH-229) into one for instructional purposes and converting an open office space (TCH-257) into 6 private offices. These projects will provide space for the programs currently using the Arts and Humanities trailer (541) and allow them to move out. Facilities & Safety (F&S) has secured the funding for the projects and has prepared for the removal of the trailer, which has multiple maintenance issues. Christy Miranda asked if there was an estimated timeline for when the projects would be completed. Bill Martin indicated that there was design work that could delay the project, but he would provide an update at the next USC meeting. AABC is currently paying quarterly for the trailer lease, so the preference would be to have the work done by December 2020 to avoid making the next payment.

One of the instructional spaces in the trailer is not suited for TCH, so the College of Arts and Humanities scheduler is working to identify alternate locations within the College’s inventory for their courses. The scheduler requested an extension to provide the information to allow them to focus on the start of the

Fall semester. The buildout for TCH-301 was not included in the scope of work because it was an existing tech fee project that wasn't fully funded. There are plans to resubmit it for the next round of tech fee. Don Merritt notified the committee that tech fee is not accepting submissions for 2021, so it will be delayed until 2022. In that time, if there is a need for additional space, then those requests will be considered. Karen Cobbs stated that the student committee is reviewing tech fee projects that were unfunded this year and allocating funds to them, if chosen. Karen Cobbs will check on the funding and provide an update at the next USC meeting.

Agenda Item 5 – Conex Boxes Update

The Conex Cove project is moving forward. Bill Martin stated that the location had to be changed due to the proximity of the Duke Energy easements. When the Cove was moved further South of the easement, it required a redesign and had to be re-permitted. But the new location will allow for an expansion in the future, if needed. All of the contractors Conex boxes have been removed and the area has been cleared. Duane Siemen stated that there would be eight foot fencing with barbed wire surrounding the storage area, lighting and access control. The plan is to relocate the College of Sciences' boat equipment currently housed in the boat yard on Ara Drive to the Conex boxes. Christy Miranda suggested inviting College chairs out to the storage area when completed to encourage the release of rooms that are currently being used as storage in their buildings.

Agenda Item 6 – BRIDG Availability

Duane Siemen notified the committee that the BRIDG program, housed in the Florida Advanced Manufacturing Research Facility (AMRF), had reached out to F&S to see if the university would be interested in relocating some researchers from the main campus to their facility. AMRF is a 105,000 GSF facility that has around 90,000 square feet (SF) of clean rooms and 10,000 SF of office space. In 2018, UCF and Osceola County entered into a 40 year lease agreement for AMRF that would provide opportunities for partnerships between third party tenants and the university. After 40 years, the university would take ownership of the facility. Initially, the building supported the BRIDG program's semiconductor manufacturing, but the program has since lost its funding.

Duane Siemen stated that it takes 1.5 million dollars a month to maintain the facility when its used for BRIDG's semiconductor manufacturing. It would be ten times cheaper to maintain the facility for the University's research. The university is willing to ramp up manufacturing to meet the obligations of the Department of Defense and Osceola County until the university can find a buyer for the AMRF, but it has potential to alleviate the need for research space on UCF's main campus. There have been conversations with Liz Klonoff about opportunities for the College of Optics and Photonics to relocate to AMRF since the CREOL building does not have adequate space for their lasers. The Florida Solar Energy Center was another potential candidate for the facility since their building needs over seven million dollars of deferred maintenance.

Bill Martin mentioned that researchers have grants and projects that may be mid-process, making it difficult for them to pick-up and relocate. Christy Miranda suggested scheduling a tour with the researchers so they can see the space and get an idea of how long it would take to get down there. If they are interested in relocating, then they can request to reduce their teaching load, making it easier to move. Duane Siemen, Charles Reilly and Christy Miranda will schedule a tour to get additional information on the facility to supply to the colleges.

Notes

Montel Watson, Director of Resource Management, retired on September 3rd. The Resource Management department will be dissolved, and the University Space Committee seat will be eliminated. Bill Martin is replacing Susan "Suzy" Hutson on the Committee for the Facilities Planning and Construction's seat.